

## **Information Concerning Establishing Yourself as the Victim of Identity Theft for Criminal Offender Record Information (CORI) Purposes**

1. If you are concerned about the information that is contained in your criminal record, you may request a copy of your adult criminal record from the Criminal History Systems Board, 200 Arlington Street, Suite 2200, Chelsea, Massachusetts 02150. You also may obtain a personal record request form by visiting the CHSB website at:  
[www.mass.gov/Eeops/docs/chsb/cori\\_request\\_personal.pdf](http://www.mass.gov/Eeops/docs/chsb/cori_request_personal.pdf).
2. The CHSB charges a \$25.00 fee to provide an individual with a copy of his/her criminal record. You may complete an affidavit of indigency and request that the CHSB fee be waived.
3. Upon receipt, review the record. If you need assistance in interpreting the entries or dispositions, please review the disposition code and "How to Read a Criminal Record" on the CHSB's website at:  
[http://www.mass.gov/?pageID=eopssubtopic&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&L4=How+to+Read+a+Criminal+Record&sid=Eeops](http://www.mass.gov/?pageID=eopssubtopic&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&L4=How+to+Read+a+Criminal+Record&sid=Eeops). The CHSB does not offer "walk-in" service, but you may call the agency's Legal Department at 617.660.4760 for assistance or the CARI Unit of the Office of the Commissioner of Probation at 617.727.5300.
4. If upon reviewing your record you believe that someone has stolen or improperly used your identity and was arraigned on criminal charges under your name, you may contact the Office of the Commissioner of Probation CARI Unit or the Chief Probation Officer in the court where the charges were brought. For a listing of courthouses and telephone numbers, please visit  
[http://www.mass.gov/?pageID=eopsterminal&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+\(CORI\)&L4=How+to+Read+a+Criminal+Record&sid=Eeops&b=terminalcontent&f=chsb\\_cori\\_codes\\_court&csid=Eeops](http://www.mass.gov/?pageID=eopsterminal&L=5&L0=Home&L1=Crime+Prevention+%26+Personal+Safety&L2=Background+Check&L3=Criminal+Offender+Record+Information+(CORI)&L4=How+to+Read+a+Criminal+Record&sid=Eeops&b=terminalcontent&f=chsb_cori_codes_court&csid=Eeops).
5. In addition to working with the Commissioner of Probation's Office or the Chief Probation Officer in any court in which charges were brought for an individual that has stolen or improperly used your identity, you may apply to the Massachusetts Criminal History Systems Board to be entered into the Identity Theft Victims Index File.
6. In order to be entered in to the Identity Theft Victims Index File, you must file a report with a local police department or the Massachusetts State Police, indicating that you are the victim of Identity Theft. Please contact your local police department and request to file a report.

7. After you have filed the report, please complete the CHSB's **ID Theft Affidavit** that can be found on the agency's website at: [www.mass.gov/chsb](http://www.mass.gov/chsb). Be sure to include a copy of the police report with the Affidavit. You will also be required to provide the CHSB with a copy of a government issued ID that contains your photograph along with the affidavit and police report. **Please note that your photo must be clearly visible in the copy of your government issued ID.** Also, please complete the CHSB's **IDENTITY THEFT VICTIMS INDEX FILE CONSENT DOCUMENT**.
8. Once the CHSB has confirmed that you are a victim of identity theft, the agency will assign you an Identity Index Number. You must include this number on any CORI Request Form or authorization that you complete.
9. Upon receipt of a CORI Request Form containing an Identity Index Number, the CHSB CORI Services Unit will only disseminate to non-criminal justice agency CORI requestors the criminal record that belongs to you. The CHSB will not disseminate any criminal record belonging to an individual that has stolen or fraudulently used your personal information that has resulted in your information being listed as an alias on that individual's criminal record.